

## ***2016 ICAP Application Instructions***

### **Great Basin Incident Management Team/Rocky Basin Buying Team Electronic Application Instructions.**

**BUYING TEAM MEMBERS:** All Rocky Basin Buying Team Members will be solicited through the Great Basin.

Everyone will need to apply each year. IC's and Buying Team Leaders will be on a three year commitment. All others (IMT and Buying Team Members) will be on a one year commitment.

Supervisors, Qualifications Coordinators and Agency Administrators should receive an e-mail for each position an applicant applies to. Only the supervisor has the option of "Agree/Do Not Agree". When an applicant applies to multiple positions and the supervisor chooses "agree or do not agree" it will apply to all positions the applicant applied to. If the supervisor agrees to one but not another they must request the applicant to remove the application(s) that is not approved. If the Qualification Coordinator or Agency Administrator does not agree with an applicant's application they will need to also request that the applicant remove the application.

**SUPERVISORS:** Certain e-mail systems will flag the e-mail as suspicious. It will disable links and images in the e-mail, but at the top of the screen the user should have an option to allow the links to be active and to show images.

**APPLICANTS:** there is a fifteen minute time limit on the application when there is no activity. Please be sure to click save!

**Before you begin....**

**PLEASE** read each instruction as you go throughout the application process!

**PLEASE** obtain your correct Supervisor, Qualifications Coordinator (usually the one who provides your redcard) and Agency Administrator e-mail addresses. The supervisor for AD's is the FMO or Fire Staff of the unit who sponsors you. If you are unsure of whom this is, call your local dispatch center.

Obtain your IQCS or IQS Employee ID Number from your Red Card, Master Record File, or by calling your Qualifications Coordinator.

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**DETERMINE your Agency Representative/Email from the following list.**

<b>Agency</b>	<b>Name</b>	<b>Phone Number</b>	<b>E-mail</b>
BLM, Arizona Strip	Mike Spilde	W: 602-417-9307 C: 480-721-5382	<a href="mailto:mspilde@blm.gov">mspilde@blm.gov</a>
BIA	Jeramie Ybright	W: 435-674-9720 C: 435-680-1628	<a href="mailto:jeramie.ybright@bia.gov">jeramie.ybright@bia.gov</a>
BLM – Idaho	Eric Fransted	W: 208-373-3855 C: 208-972-7446	<a href="mailto:efranste@blm.gov">efranste@blm.gov</a>
BLM – Nevada	Shane McDonald	W: 775-861-6507 C: 775-309-7448	<a href="mailto:spmcdonald@blm.gov">spmcdonald@blm.gov</a>
BLM – Utah	Chris Delaney	W: 801-539-4277 C: 801-597-9392	<a href="mailto:cdelaney@blm.gov">cdelaney@blm.gov</a>
FWS	Tracy Swenson	W: 435-734-6449 C: 435-740-0572	<a href="mailto:tracy_swenson@fws.gov">tracy_swenson@fws.gov</a>
Out of Geographic Area	Leon Ben	W: 602-379-6798 C: 602-363-4912	X1241 <a href="mailto:Leon.ben@bia.gov">Leon.ben@bia.gov</a>
NPS	Chip Collins	W: 307-739-3310 C: 307-690-4400	<a href="mailto:chip_collins@nps.gov">chip_collins@nps.gov</a>
State of Idaho	Julia Sullens	W: 208-334-0263 C: 208-819-6193	<a href="mailto:jsullens@idl.idaho.gov">jsullens@idl.idaho.gov</a>
State of Nevada	Mike Friend	W: 775-849-2500 C: 775-315-5821	X222 <a href="mailto:mfriender@forestry.nv.gov">mfriender@forestry.nv.gov</a>
State of Utah	Shane Freeman	W: 801-538-5501 C: 801-560-1072	<a href="mailto:shanefreeman@utah.gov">shanefreeman@utah.gov</a>
USFS	Beth Lund	W: 801-625-5513	<a href="mailto:elund@fs.fed.us">elund@fs.fed.us</a>

If you need additional assistance, please contact your local dispatch center or Great Basin Coordination Center.

LATE APPLICATIONS WILL NOT BE ACCEPTED. THE CLOSING DATE FOR VACANCIES IS JANUARY 8, 2016 at 1600.

### **Electronic Team Application Instructions:**

1. Applicants who already have an e-Auth account may proceed to step 3.
2. First you will need to set up a log-in and password (e-Auth account level 1).  
Reference the e-Auth Instructions document accessible on the GACC web site

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([http://gacc.nifc.gov/gbcc/logistics/docs/eauth\\_instructions.pdf](http://gacc.nifc.gov/gbcc/logistics/docs/eauth_instructions.pdf)). PLEASE complete all the steps of setting up your e-Auth account which includes clicking on the activation link you receive in your e-mail after submitting your information. This process normally takes about 30 minutes.

**If you have problems or questions in setting up your e-Auth account, please call Jim Edmonds at 503-808-2120.**

**If you forgot your password, navigate to following website:**

[https://www.eauth.usda.gov/AccountServices/ForgottenPassword/Step1\\_ForgottenPassword.aspx](https://www.eauth.usda.gov/AccountServices/ForgottenPassword/Step1_ForgottenPassword.aspx)

3. Go to the web site: <http://www.nwportal.fs.usda.gov/> (A link is posted on the GACC website under overhead).
4. Enter your e-Auth log in and password.
5. If this is the first time you have entered the Incident Command Application System (ICAP), click “Request Access to a System”. Check the ICAP-Incident Command Application box and click the “Request Access” button. Upon future log-ins, the ICAP system will be available to enter after log-on. For IC’s you will need to contact Dale Guenther and ask for the IC role to be assigned to you and for anyone else on your team that you would like to have the IC role.
6. In the Application Menu, click the “ICAP-Incident Command Application” link.
7. Click the “**Step 1: Applicant**” tab at the top of the screen.
8. Enter all the required information.
9. Enter your experience that relates to the position(s) you are applying for.
10. Applicant dispatch office-select the GACC you are located in, followed by your local Dispatch Center. **(Special instructions for Buying Team Applicants who are outside of the Great Basin: Select Great Basin, choose other for the local Dispatch Center and then type in your local Dispatch Center in the space provided.)**
11. Enter your specific Agency in the “Agency (other)” field; please spell out your agency as opposed to guessing at the Unit ID. (I.e. Uinta-Wasatch-Cache NF, Idaho Department of Lands, Elko Field Office, Zion National Park, Western Nevada Agency, etc.)

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12. **PLEASE ensure you know the correct e-mail addresses of your supervisor, qualifications coordinator (IQCS or IQS), and your agency administrator.**
13. Once all blocks are complete, click save. (You should see “Information was updated successfully” at the top of the screen).
14. Click the “**Step 2: Positions**” tab at the top of the screen.
15. Select Great Basin.
16. Select the IMT/Buying Team which you want to apply to.

### **Type 1 IMT’s are identified as follows:**

- Great Basin Type 1 Team 1 = Lund
- Great Basin Type 1 Team 2 = Martin

### **Type 2 IMT’s are identified as follows:**

- Great Basin Type 2 Team 3 = Rosenthal
- Great Basin Type 2 Team 4 = Roide
- Great Basin Type 2 Team 5 = Bird
- Great Basin Type 2 team 6 = Chadwick
- Great Basin Type 2 team 7 = DeMasters

### **Type 1 (National) Buying Teams are identified as follows:**

- Rocky Basin Type 1 Team 1 = Huston
- Rocky Basin Type 1 Team 2 = Wharton

### **Type 2 (Geographic) Buying Teams are identified as follows:**

- Rocky Basin Type 2 Team 1 = Shupla
- Rocky Basin Type 2 Team 2 = Haycock
- Rocky Basin Type 2 Team 3 = Early

IMT applicants may also apply to the “**Great Basin/Rocky Basin Applicant Pool**” (not available for buying teams). This is used when you want to be considered for a position on any of the Great Basin Teams. (I.e. you do not have to apply 7 different times for 2 positions on one team, 3 on another, and 2 on yet another....Consider applying to the “Applicant Pool” for those positions as a better option.

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17. Select 'Apply' to the position you want to apply for. On the next screen, you must choose between primary, alternate, job share or trainee. (The apprentice option is not used in the Great Basin).
18. Enter any qualifications and experience related to the position you are applying for (this will be auto-filled from when you first entered your initial information). **In this block, you need to enter your priority if you are applying to more than one team/position, i.e. this in my 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> priority.**
19. Check the box for supervisor approval.
20. Click the "print" link to print your records.
21. Click submit application.
22. You should see "You Applied Successfully" at the top of the screen.
23. If you want to apply to a different position and/or team, start over at the beginning of step 10 above.
24. If you need to edit or delete your application, just log-in and navigate to the respective IMT and position. You will see "drop" and "edit" links in the action column.
25. Click the "log out" tab.
26. You should receive an e-mail confirmation that your ICAP application has been processed.

Applicants will be notified via email of their selected/not selected status by either the Team IC or GACC Overhead Coordinator.

When selections are approved rosters will be posted to the GACC website.